

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Court Reporting</u>
COURSE RUBRIC AND NUMBER	<u>CRTR 1314</u>
COURSE TITLE	<u>Court Reporting Technology I</u>
COURSE CREDIT HOURS	<u>3 3 : 1</u> Credits Lec Lab

I. Catalog Description

Provides an introduction in the operation of computer-aided transcription systems.

II. Course Objectives

Upon satisfactory completion of the course, the student will be able to:

- A. Unit I. Windows Operating System
 - 1. Utilize the Windows operating system and troubleshoot and/or communicate with technician when operating system isn't functioning properly.
 - 2. Maintain general health of computer to include any and all "run" functions.
 - 3. Keep up-to-date with the advances in technology.

- B. Unit II. CAT Basics
 - 1. Use a computer; load Case Catalyst software; set up a new user; access and effectively use the title menu, button, and tool and scroll bar; and read and understand the status bar line.
 - 2. Manage jobs, read and manage notes, translate and edit jobs, operate basic cursor movements, create dictionary, and exit program.
 - 3. Begin building a dictionary with a writer, set writer options, write "jobs," read notes from disks, read notes from the writer by cable, and begin realtime writing.
 - 4. Maintain CAT system in working condition and troubleshoot and/or communicate with technician when problems arise.
 - 5. Operate and maintain Stentura 8000.

- C. Unit III. Editing Transcripts
 - 1. Retrieve file of proceedings, spell check a single word and a complete job, set up the printer, and print a job.
 - 2. Identify persons involved in proceedings, compile appearance list, identify and use special dictionary menu and edit the spelling dictionary, and create administrative pages.
 - 3. Use advanced cursor movements.
 - 4. Mark and resolve untranslates, view vertical notes, use delete and undelete commands, use and define format symbols (Q&A, Colloquy, Paragraph), and change end-of-sentence punctuation.

- D. Unit IV. Transcript Production
 - 1. With the use of CAT software, create a page layout to set document margins, edit margins and tabs, create and use auto-includes, and insert time stamping.
 - 2. Generate an automatic index; create headings and parentheticals; create a master index; and create a cover, title, and certificate page.
 - 3. Prepare a sample transcript; generate an automatic index; and produce a final transcript sample to include ASCII, word indexing, and case compressing.

- E. Unit V. Advanced Editing/Realtime Basics
 - 1. Manipulate and customize steno window; search and preview steno notes; divide and append steno notes; and copy, cut, and paste files from different users.
 - 2. Manage dictionary by inserting entries, modifying existing entries, and appending from update area.
 - 3. Format disks on writer, store files, backup and restore files, and manage files.
 - 4. Research unfamiliar topics using the Internet.

III. THECB Learning Outcomes (WECM)

Operate and maintain a computer-aided transcription system.

IV. Evaluation

<u>Grade Percentage of Final Grade</u>	
Class Participation	20%
Written Tests	30%
Performance Tests	30%
Final Written Tests	10%
Final Performance Test	<u>10%</u>
Total	100%

Grading Scale		
90 -	100	=A
80 -	89	=B
70 -	79	=C
60 -	69	=D
Below 60		=F
Incomplete		=I
Withdrawn		=W

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.